



**The University of Texas at El Paso  
Office of Research and Sponsored Project  
Handbook / Enchiridion**

**Step 1.3: Budget Preparation**

**Purpose:** To prepare a budget that meets the scope/needs of the project while also adhering to agency guidelines and all other university regulations.

**Parties Involved:** Research Administrator, C&G Specialist III, Principal Investigator/Researcher, Subcontractors (if applicable), Chairs and Deans.

**Steps in the Process:**

- Gather basic budgetary information to include:
  - Title
  - Due date
  - Funding agency (mark if flowdown)
  - Link to proposal guidelines
  - Principal Investigator
  - Submit thru department
  - Period of performance
  - Subject to IRB/IACUC
  - Could lead to a patent/invention
  - Verify and select F&A rate
  - Proposal type (Research, Instruction, Other)
  - CFDA # (If the source of funds are Federal but no CFDA # is provided, insert the first two digits of the prime agency as identified on [www.cfda.gov](http://www.cfda.gov). For example, DOD is 12.000.)
- Detail budgetary needs:
  - Personnel (Faculty, Staff, Students); if co-PIs, request the percent of participation credit
  - Equipment (must be over \$5,000 per unit)
  - Travel (domestic, mileage, foreign [if agency allowed])
  - Participant Support (Tuition/Stipends/Travel)
  - Other Direct Costs as included in budget tool
  - Subcontracts (See Step 1.4 Subcontract Pre-Award)
- Insert 50 to 100 words abstract for the lay audience as provided by PI.
- Generate electronic transmittal document for review and authorization by the PI, Chair, and Dean at least 5 days before submission. Transmittal approvals can be viewed at: [Research.utep.edu/Transmittal](http://Research.utep.edu/Transmittal)

**Summary Description:** To summarize the estimated financial needs of the project.



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## Basic information

Project title  Proposal due date 2/11/2015 Proposal type  ORSP Number -

Agency  (New agency) Proposal Guidelines (link)  CFDA No.

Flow through

Flow-Down (Primary Agency) (NONE) (New agency) Submit thru

PI Name  Participation (%) 0 No. Years 6 From 2/11/2015 To 2/10/2021 6y: 0m: 0d

Agency UTEP Shift+Alt+C to copy the current budget tab to the clipboard

Personnel Travel Participant Support Equipment Consultant Subcontract Other Direct Transmittal Info Abstract

Due date 2/11/2015

CFDA Title

Type of proposal:  Research  Instruction  Other

THECB R&D fields  and THECB Special interest

NSF S&E Fields  or NSF Non S&E fields

Do you anticipate any contractual terms, conditions, and restrictions? Types of restrictions include but are not limited to: ITAR, EAR, OFAC and certain classifications

Are there cost-sharing commitments or long-range financial commitments? Cost-Sharing Type (NONE)

Is this a multidisciplinary proposal?

Does this proposal involve international collaborations, subawards, travel, student/faculty exchange?

Does this proposal require additional space? Renovation/upgrades of current space? Do current facilities (infrastructure, equipment, power supplies, security doors/locks/storage) support project activities?

Will a portion of the project be subcontracted? (If yes, complete subcontract proposal must be attached in accordance with OMB Circular A-133.)

Could this research lead to a patentable invention?

Radioactive Materials or Radiation Devices?  Approval attached  Approval pending

Recombinant DNA?

Humans as research subjects?  Approval attached  Approval pending

Animals as research subjects?  Approval attached  Approval pending



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User Info ORSP Options Resources

Agency UTEP

Fringe/Indirect

	Faculty	Staff	Grad	Undergrad
Premium Monthly Rate	728.00	728.00	200.00	0.00
Benefits Rate (%)	16.82	17.82	0.67	0.67

Indirect cost rate (%)  for Research proposals  Override indirect cost  
 for Instruction proposals  
 for Other proposals

Salary increase (%)

Other

Travel rate (\$)/mile

Only the first (\$)  of each subcontract will be charged indirect cost

Abstract page

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Envelope to send transmittal

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Summary Send All ORSP forms Approve Unlock Upload Download Award/Reject Account

Proposal due date 2/15/2015 Proposal type Research ORSP Number -

INFECTIOUS D (FED) (New agency) Proposal Guidelines (link) CFDA No. 93.856

Submit thru Chemistry

Participation (%) 55 No. Years 2 From 10/ 1/2015 To 9/30/2017 2y: 0m: 0d

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Participant Support	Equipment	Consultant	Subcontract	Other Direct	Transmittal Info	Abstract
Post Doc	Other Professional	Graduate Stu	Undergrad Stu	Secretarial	Other Personnel	